

From: Farak, Sonja (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=DPH/CN=RECIPIENTS/CN=SFARAK>
Sent: Wednesday, April 28, 2004 11:23 AM
To: 'healthhr-cs-co@state.ma.us'
Subject: Question

I have a questions about when vacation time is earned and available. I know that 2 pay checks ago (April 9th) I was credited with some vacation time, and I am curious I will be credited with more vacation time on my next paycheck (May 7th). If it is then, my next question is when is it available to be used? Do I have to wait until the 7th, or would it be available any day after the current pay period ends (May 1st)? I'm just curious since I am going on vacation next week and am not sure if I could just use vacation time, or if I will have to also use .5 hour personal time. Thank you for your help.

Respectfully,

Sonja Farak